

Scott Walker
Governor

Jon E. Litscher
Secretary



Office of Detention Facilities
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State of Wisconsin Department of Corrections

March 7, 2017

Chief Joseph Rieder
New Berlin Police Department
16300 West National Avenue
New Berlin, WI 53151

RE: 2017 Annual Inspection, New Berlin Municipal Lockup

Dear Chief Rieder:

As you know, the Department of Corrections has the responsibility by statute to set reasonable standards and regulations for the design, construction, repair, and maintenance of municipal lockup facilities as defined in State Statute 302.30. The standards are set forth in the Department of Corrections Administrative Code, Chapter DOC 349. Annual inspections are also required of each facility to assess the safety, sanitation, adequacy, and fitness of each lockup pursuant to State Statute 301.37(3). The 2017 annual inspection of the New Berlin Municipal Lockup was conducted on February 23, 2017. This report summarizes the results of the annual inspection.

INSPECTION SUMMARY

Physical Environment 349.07

The four cells, one group holding room, and adjacent booking area were inspected and continue to be found in good condition. All doors and locks were found to be in working order, as were the toilets and sinks. Inspections of cell and fire escape locks and doors are being recorded pursuant to 349.12(3)(5) on a monthly basis.

Sanitation and Hygiene 349.08

The inmate hygiene supplies located at the facility were found to meet code standards. All areas of the detention and booking area were found to be clean and well organized.

Health Care 349.09

The New Berlin Municipal Lockup uses an admission screening form (DOC 349.17), which is to be completed on each individual being detained in a cell. A review of the completed admission screens found that a health screening form is being completed on each individual being booked into the facility. Current New Berlin procedure stipulates that medications will be placed with

the arrestee's property and that no medications brought into the facility by an individual will be administered without notification to the shift commander.

Fire Safety 349.10

The facility was found to be in compliance of DOC 349.10(4) Fire Safety. The most recent fire inspection by the New Berlin Fire Department was completed on 4/7/16. If not already completed, please have staff contact the fire department as your next inspection is due soon. Evacuation routes are posted and fire protection equipment is in place should the need arise.

Records and Reporting 349.11

A review of the admission screening and booking reports revealed that appropriate information is being obtained on all individuals being booked into the New Berlin Municipal Lockup. Since the last annual inspection in 2016, there have been no notifications to my office of any unusual occurrences. As an annual reminder, please have your staff contact my office at (414) 227-3997 within 48 hours to report any of the following incidents in the detention area:

- An inmate dies.
- An inmate attempts suicide and is admitted to a hospital.
- An inmate or staff have been injured and are hospitalized due to the injury.
- An inmate escapes or attempts to escape from confinement.
- There is any significant damage to the lockup affecting the safety or security of the lockup.

Security 349.12

As noted earlier, the facility was found in compliance of DOC 349.12(3)(5) Security Reporting, as records are being obtained for all monthly inspections. Cell checks are also being completed and documented as required. A review of completed booking sheets found that security checks are generally being conducted and documented [REDACTED] minutes for adult detainees. This is an excellent practice that exceeds the minimum requirements of the administrative code.

Detention of Juveniles 349.21

Your department has submitted policies and procedures as outlined in DOC 349.21 to hold juveniles. Records revealed that no juveniles were securely detained in a cell since the last inspection. Adult and juvenile records are being kept separate, and the physical layout of the lockup allows for complete sight and sound separation.

Approval

The New Berlin Municipal Lockup is approved for the detention of adults for up to 72 hours and for the detention of juveniles for up to 6 hours. This approval is with the understanding that continued compliance with the Department of Corrections Administrative Code, Chapter DOC 349, and applicable state statutes is maintained, and that sight and sound separation between adults and juveniles occurs.

I would like to thank Captain Linda Dane for her assistance during the inspection and for providing the necessary information for the review of your lockup's operations. Please feel free to contact me should you have any questions, or if I may be of assistance to you and your Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg A. Bucholtz". The signature is fluid and cursive, with a long horizontal stroke at the end.

Gregory A. Bucholtz, Inspector
Office of Detention Facilities

Cc: David Ament, Mayor
Linda Dane, Captain
Kristi Dietz, ODF Director
File